

State of Maine Central Warehouse

INTER-DEPARTMENTAL MEMORANDUM

Date: July 19, 2013
To: All Agencies & Departments – **Please Circulate!**
From: Michelle Kirk, Supervisor, Central Warehouse
Subject: **2014 Calendar Pads & Refills Annual Request**

As many of you know, the procedure for ordering calendars will be a little different this year. Orders will be submitted through AdvantageMe or a regular manual order. Please remember that calendars will be available all year long through Central Warehouse. I have outlined some dates and information that will be important to you as we work through this new procedure. Please read through this memo carefully to be sure you understand the changes.

1. **August 9, 2013** – price guide, descriptions, and photos for 2014 calendars will be available on our website.

http://www.maine.gov/bgs/centralserv/central_warehouse.htm

2. **August 16, 2013** – Orders for **PRINTED DIARIES** must be submitted. Please be sure to order enough printed diaries as these will only be offered once. We can, however, order blank red diaries throughout the year. Please contact Michelle Kirk at Central Warehouse if you will be ordering this item.
3. **August 26, 2013** – Central Warehouse will start accepting orders for regular calendars.
4. Calendars will be available throughout the year...there are no deadlines (except for the printed diaries).
5. Central Warehouse will accept orders through AdvantageMe or Manual orders by fax, drop-off, interoffice mail, or regular mail.
6. Please do not use email to submit your order. Any orders submitted by email will not be processed.
7. We do not need the original if you sent your order in by fax.
8. As with all orders processed through Central Warehouse, please be sure to include account codes, name, phone number, and shipping address.

Many departments anticipate free calendars from local merchants or vendors. We have experienced a shortage in this type of service from vendors; therefore, please do not depend on getting your calendars from that type of source.

I will be happy to assist you with any questions and/or concerns you may have regarding the new calendar process.

My contact information:

Michelle Kirk, Supervisor
State of Maine Central Warehouse
Phone: 287-3644
Fax: 287-3640